

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 111, पोर्ट ब्लेयर, सोमवार, 10 मई, 2010

No. 111, Port Blair, Monday, May 10, 2010

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN & NICOBAR ADMINISTRATION

आर्थिक एवं सांख्यिकी निर्देशालय  
DIRECTORATE OF ECONOMICS & STATISTICS

**NOTIFICATION**

Port Blair, dated the 10<sup>th</sup> May, 2010

No.104/2010/F.No. 1-21/2003-DES.—In exercise of the powers conferred by the provision to Article 309 of the Constitution read with the Ministry of Home Affairs Notification No. 14/3/60-ANL dated 11<sup>th</sup> April, 1960 and in supersession of this Administration's Notification No. 72 (A) dated 13.3.2007, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of Peon in the Directorate of Economics & Statistics, Andaman and Nicobar Administration, namely:-

**1. Short Title and Commencement:**

- (i) These rules may be called the Andaman and Nicobar Administration (Peon) Recruitment (Amendment) Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of Posts, Classification and Pay Band & Grade Pay/ Pay Scale:**

The number of posts, their classification and the Pay Band & Grade Pay/ Pay Scale attached thereto, shall be specified in paras 2 to 4 of the Schedule annexed hereto.

**3. Method of Recruitment, Age limit, Qualification:**

The method of recruitment to the post, age limit, qualifications and other matters relating thereto shall be as specified at paras 5 to 15 of the said Schedule.

**4. Disqualification: No person—**

- (i) Who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lt. Governor, A & N Islands, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for doing, exempt any person from the operation of this rule.

**5. Power to Relax:**

Where the Lt. Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of posts or persons.

**6. Saving:-**

Nothing in these rules shall affect reservations and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Sd/-

**(Lt. General (Retd.) Bhopinder Singh)**

Lieutenant Governor,

Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-

Director of Economics & Statistics

---

**SCHEDULE****RECRUITMENT RULES FOR THE POST OF PEON**

|     |  |   |
|-----|--|---|
| 1.  | Name of the Post   | <b>PEON</b>   |
| 2.  | No. of Post  | 3 (Three) 2010.<br>(Subject to variation dependent on workload).  |
| 3.  | Classification   | General Central Service Group 'C', Non-Ministerial  |
| 4.  | Pay Band & Grade Pay/ Pay Scale  | PB-1 Rs.5200-20200 + GP Rs. 1800  |
| 5.  | Whether selection post or Non-selection post   | Not applicable  |
| 6.  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rule, 1972 ?   | Not applicable  |
| 7.  | Age limit for direct recruits  | 18-33 years for Male Candidates<br>18-38 years for Female Candidates<br>(Relaxable for Govt. Servants upto 5 years in accordance with the instructions/ orders issued by the Central Govt.)<br><b>Note</b> : The crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchange. |
| 8.  | Educational and other qualifications required for direct recruits  | 1. Class X (Secondary School Examination) passed from a recognized Board.<br>2. Knowledge in Hindi  |
| 9.  | Whether age and educational qualification required for direct recruits will apply in the case of the promotees ?   | Not applicable  |
| 10. | Period of Probation, if any  | 2 (Two) years   |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation, transfer and percentage of vacancies to be filled by various methods | By direct recruitment   |
| 12. | In case of recruitment by promotion failing which by direct recruitment to be made   | Not applicable  |
| 13. | If a DPC exists, what is its composition? Group 'C' DPC consisting of the following for promotion and confirmation.  | <b>Group 'C' DPC ( Considering for confirmation):</b><br>(i) Director of Economics & Statistics — Chairman<br>(ii) Assistant Secretary (Perl.) — Member<br>(iii) Statistical Officer (HQ ) — Member   |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment   | Not applicable  |
| 15. | Job Description  | Attached as Annexure to Schedule.   |

**ANNEXURE TO SCHEDULE**

**JOB DESCRIPTION FOR THE POST OF PEON**

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works;
  2. Should come to office not later than 8.00 am;
  3. As soon as he/she comes to office, he/she should open the doors and windows, unless there are instructions to the contrary. He/She should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy;
  4. Should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned;
  5. **If he/she is attached to an Officer:-**
    - i. He/she should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips, desk calendar etc. in their proper places;
    - ii. He/she should keep slips or paper within easy reach inside the room for use of his/her Officer;
  6. Should not leave office without permission of the Section Officer under whom he/she works. If he/she is attached to an Officer, he/she should not leave office before the Officer has left or until he/she is permitted by the Officer, concerned to leave early;
  7. Before leaving office he/she should switch off, all lights and close the doors and windows;
  8. Should fill up the water jug, buckets etc. every morning and supply water to the Officer or staff, whenever required;
  9. Should know the description of stationery articles and various kinds of forms used in the office;
  10. Should be very courteous and helpful towards members of the public visiting the office;
  11. Should be polite and respectful towards all Officers and staff;
  12. Should attend to any other office work as may be required of him/her.
- If he/she entrusted with DAK duties:—**
13. Should have a general idea about the arrangement for receipt of local and postal dak;
  14. Should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly;
  15. Should know the location of—
    - i) all important offices such as Offices of Heads of Departments/ Offices, Central Government Offices etc.;
    - ii) residence of Officers and carry dak to the offices/officials concerned, whenever required;
  16. Should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
  17. Should not disclose the contents of the dak sent through him/her to any concerned and deliver to the correct person;
  18. Should not use the bicycle/motor cycle provided to him/her by the office other than office work and should not undertake any repair without any approval of his/her superiors;
  19. Any other work assigned by the Section Officer, Dealing Clerks and Diarist of the section/office.